

# Access Your Worker Profile Page

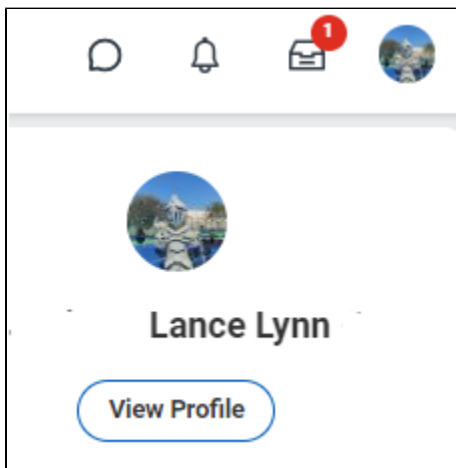
Your Worker Profile page displays employee information, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles. To access your Worker Profile page, click your **Profile** icon > **View Profile**.

## On this Job Aid:

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## Worker Profile Overview

Click your picture (or cloud icon) on the top right of the screen to access the profile page.



When you arrive at your Worker Profile, you're presented a summary of your employment record:

1. The Blue Ribbon Menu
2. Your Manager
3. Your Job Details
4. Summary card (if you have other profiles like student, you can switch between your profiles in this area)

The screenshot displays the Blue Ribbon Menu for Lance Lynn, a Student Worker Non-Federal Work Study - Hourly. The interface is divided into three main sections:

- 1. Profile Header:** Shows the user's name (Lance Lynn), title (Student Worker Non-Federal Work Study - Hourly), and an Actions button.
- 2. Location and Manager:** Displays the location (Lynn Library) and the manager (Jesus Duran).
- 3. Job Details:** A table listing various job attributes:
 

Employee ID	3000044
Supervisory Organization	Lynn University >> Support Services (Jesus Duran)
Position	Student Worker Non-Federal Work Study - Hourly
Business Title	Student Worker Non-Federal Work Study - Hourly
Job Profile	Student Worker Non-Federal Work Study - Hourly
Employee Type	Student (Fixed Term)
Management Level	Individual Contributor or Manager
Time Type	Part time
FTE	50.00%
Location	Lynn Library
Hire Date	11/01/2023
Original Hire Date	11/01/2023
Continuous Service Date	11/01/2023
Length of Service	0 year(s), 2 month(s), 9 day(s)
Time in Position	0 year(s), 2 month(s), 9 day(s)
Time in Job Profile	0 year(s), 2 month(s), 9 day(s)
- 4. Worker Section:** Displays the worker's name (Lance Lynn) and the organization (Lynn Library | Support Services (Jesus Duran) | Student Worker Non-Federal Work Study - Hourly).

The left sidebar contains a list of tabs: Summary, Overview, Job, Compensation, Pay, Absence, Contact, Personal, Performance, and Career. The Performance tab is currently selected.

## Blue Ribbon Menu

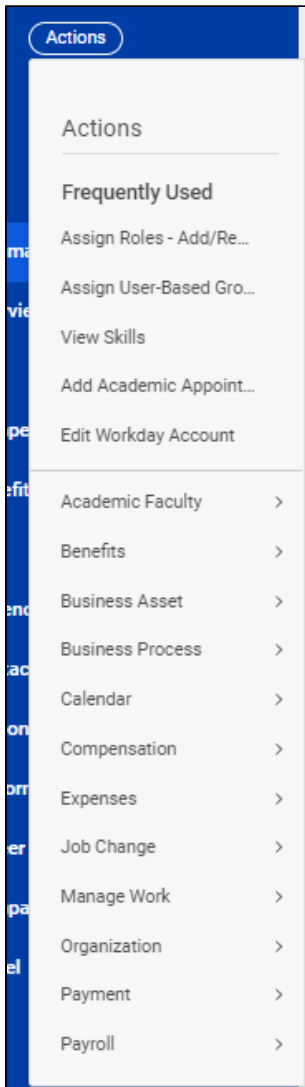
The Blue Ribbon Menu of the Worker Profile is a 'one-stop-shop' for your employment record. By default, you arrive on the 'Summary' tab. Each section offers information related to that subject, and many sections (e.g. Time Off, Contact, Personal, Performance, & Career) offer quick access to various actions (e.g. requesting time off, changing contact/personal information, and updating career history).

You can also use the Actions Button, just under your name, to view a list of all available actions you can take; more on this in the next section.

This screenshot shows a close-up of the Blue Ribbon Menu. At the top, there is an Actions button. Below it are three icons: Phone, Email, and Team. The main menu consists of a list of tabs: Summary, Overview, Job, Compensation, Benefits, Pay, Absence, Contact, Personal, Performance, Career, Company Property, and Travel. The Summary tab is currently selected.

## Ribbon Menu / Actions Button

The Actions Button is synonymous with ‘Additional Actions’ buttons that you will find next to business objects in Workday. Actions buttons allow you to see available actions for whatever object you’re viewing. In the case of the Actions Button on your Worker Profile, the menu that appears provides you with available actions you can take on your own record.



Below is a limited list of the sections (most common) within Actions and a brief description of what they offer. Your records may look different depending on your position or access rights in Workday.

Action	
Benefits	The Benefits section in the Actions menu allows you to request a Benefit Change, View Benefit information (current elections, beneficiaries, dependents, forms, history, etc).
Business Process	Primarily for managers, the Business Process section in the Actions menu allows you to manage delegation settings and view specific information related to business process actions for you as an employee.
Payroll	The Payroll section of the Actions menu allows you to manage your Tax Documents printing elections and view your tax documents, in general.

Personal Data	The Personal section of the Actions menu offers you access to View/Change your Contact Information, Emergency contacts, and Personal Information. You can also manage your self-identification items (Veteran Status and/or Disability), Complete an I-9 form (as needed), and/or Maintain Payment Elections/Direct Deposit.
Time and Absence	The Time and Leave section offers access to Enter Time (for hourly employees), Request Absence, or View Absence Balances.
Worker History	The Worker History section is your go-to place to find all actions that pertain to you as an employee. Clicking 'View Worker History' presents a table with Business Processes (such as your Hire), associated Dates, and statuses all in one place.